



Keith Chapman
Town Manager

TOWN OF NEWINGTON

1485 Main Street Newington, Connecticut 06111

Board of Fire Commissioners

June 13, 2022

BOARD OF FIRE COMMISSIONERS SPECIAL MEETING Minutes



Brian Whalen
Frank L. DeMaio
Kent E. Stoddard, Jr.
Fire Commissioners
Town Clerk
JUN 16 PM 3:29
RECEIVED FOR RECORD
NEWINGTON, CT

- I. **Call to Order** - The meeting was called to order at 7:00 PM by Chairman Whalen. Meeting began with Pledge of Allegiance.
- II. **Attendance** – Chairman Brian Whalen, Commissioner’s Frank DeMaio, Kent Stoddard, Deputy Chief Craig Stegmaier, Fire Marshal DJ Zordan, Town Council Liaison Tim Manke, Meghan Manke.
- III. **Repeal of delegated personnel functions** – Background was discussed on this subject. Back a year ago power was given to the Town Manager to oversee personnel matters in the Fire Marshal’s Office. It was later found out through the Town attorney that this could not be done so this responsibility is being taken back by the Commission. The Town Attorney provided an opinion on this and filed a letter with the Town Clerks Office August 25, 2020. The letter stated the Board of Fire Commissioners role shall include as final board of appeal for personnel matters within the Fire Department. This function shall not be delegated. This is what this motion is correcting, authority can only be delegated to Fire Chief’s not the Town Manager.

Commissioner DeMaio made a motion and Commissioner Stoddard seconded the motion to repeal delegated personnel functions from the Town Manager and give these functions to the Board of Fire Commission. Motion passed unanimously.

- IV. **Dual roles of Fire Marshal Staff** - Background discussed. A request from the Tow Manager stated there is currently not an official memorandum of understanding between the Board of Fire Commissioners and the Town Manager’s Office regarding appointments outside of the Fire Marshal’s Office. This motion allows staff of the Fire Marshall’s to hold a secondary appointment to what would be Emergency Management functions. One member of the Fire Marshal’s staff is currently appointed as Emergency Management Director. This motion is for the Fire Commission to allow dual roles within the department. This would encompass the entire Fire Marshal’s staff.

Commissioner DeMaio made a motion approving Fire Marshal staff members to hold dual roles within the Department. Commissioner Stoddard seconded the motion. Motion passed unanimously.

- V. **Adjournment** – Motion to adjourn by Commissioner Stoddard, seconded by Commissioner DeMaio. Meeting adjourned at 7:16 PM. Motion passed unanimously.

Respectfully Submitted by: **Sherri Leghorn, Fire Department Secretary**